

**COMPENSATION BOARD
LIDS ADVISORY COMMITTEE
MINUTES**



Regular MeetingAugust 6, 2004

LocationMecklenburg County Supervisor's Office
350 Washington Street
Boydton, Virginia 23917

Members Present Alice Coe, Compensation Board
Anne Wilmoth, Compensation Board
Oliver Bradshaw, Compensation Board
Sue Kelly-Graham, Compensation Board
Karen Day, Danville City Jail
Bruce Folks, Rockingham County Jail
Carol Moye, Prince William/Manassas Regional Jail
Peggy Gebauer, Roanoke City Jail
Patty Leonard, Rappahannock Regional Jail
Debbie Hamlet, Blue Ridge Regional Jail
Bobbie Elswick, Gloucester County Jail
Ron Wise, Alexandria City Jail

Visitor Brenda Gray, Alexandria City Jail

Absent Felicia Smith, Department of Corrections
James Creech, Virginia Criminal Sentencing Commission
Charlie Gray, Virginia Beach City Jail

9:00 a.m. Friday, August 6, 2004

Mecklenburg County Supervisor's Office, Mecklenburg, Virginia

I. Opening Remarks

- Sue Kelly-Graham and Alice Coe, Compensation Board, thanked Peggy Gebauer for bringing homemade baked goods to the meeting.
- Introduced new member Bobbie Elswick, Gloucester County.

II. 5-13-04 Minutes

Committee approved Minutes – no changes.

III. LIDS Enhancement Update

- **Inquiry**
 - a. **Insurance number inquiry** needs to have the capability to search by name. *Completed – in production.*
- **Reconciliation**
 - a. **Financial reconciliation** needs to change so they can view details of adjustment-by-adjustment category. *Delayed due to the Forms Maintenance changes which took much longer than anticipated. Needs more LIDS user testing – CIDH. Forward to March 2005 meeting.*
 - b. **Financial Reconciliation screen enhancement – Alice Coe, Compensation Board.** Committee approved adding a tag to update offenses. *On hold until after January 1, 2005. Forward to March meeting.*
- **Update Offenses – Cindy, Angle, Montgomery County**
 - a. When updating one offense, give the ability to press Enter and automatically go to the next offense. *On hold until after January 1, 2005. Forward to March meeting.*
- **Restructuring/grouping of Forms Maintenance reports.** Completed – in production.
 - a. **Debbie Hamlet, Blue Ridge Regional Jail**, reported that when requesting a report (e.g., List by Reason Confined and List by Reason Released), and press Enter to continue, system requires her to go back to the Forms Maintenance main menu to view a report. She suggested that LIDS be updated to allow viewing reports immediately after pressing the Enter key. *Anne Wilmoth, Compensation Board, will review and move June data into the test (CIDH) region to test the new forms. Anything that has not been completed to date has been put on hold until after January 1, 2005 because of COIN development. Forward to March 2005 meeting.*
- **Reports**
 - a. **VCC Search Report** - Updated to allow wild card search. Requires testing in CIDH. *Forward to March 2005 meeting.*
 - b. **Possible Error report and the Data Integrity report** - alter so that if a sentence length is not within the sentencing guidelines, it will kick out as a possible error/data integrity issue. Committee voted to table this issue until OTN (Offense Tracking Number) is in effect. This issue was tabled indefinitely. OTN standalone query to be developed for sentencing guidelines. *Goal date – on hold. Forward to March 2005 meeting.*
 - c. **Disposition Report** to be developed in Forms Maintenance – Routine, Reconciliation and Inmate Status reports. *Goal date – on hold. Forward to March 2005 meeting.*
 - d. **Reginald Tinsley, Richmond City** - A new report that compares current roster or ending count with ending count of previous month that reports the plus and minus details of commits and releases, and details inmates currently committed that were not committed in previous ending count and inmates that were released who were active in the previous ending count. Reginald agreed to fax a copy of the information to Alice Coe or Anne Wilmoth. *As of 8/6/04 Anne had not received fax from R. Tinsley. If Reconciliation is performed, the capability is there. Completed.*
 - e. **Debbie Hamlet, Blue Ridge Regional Jail** – A new report to capture local responsible and state responsible inmates. The report has been developed and to be placed into production July 1, 2004. If anyone needs this information prior to July 1, 2004, send request via e-mail to Anne Wilmoth. *Anne Wilmoth will create an easy-to-manipulate download forecasting database for population and set up a new button to be placed in the LIDS section of the Compensation Board website. Anne will send users the definitions via e-mail some time in August. LIDS Advisory Committee members were asked to look at it and let Anne Wilmoth know how it's working. Forward to March 2005 meeting.*

- f. **Bobbie Elswick, Gloucester County** – ADP Comparison reports, i.e., series of reports that can be developed for extension purposes, and pre-calculated annual ADP report instead of monthly ADP report. Committee approved. *The download forecasting database referenced above will take care of this issue. Forward to March 2005 meeting.*
- g. **Julia Wallenberg, Chesterfield County** – Viewable and downloadable Tuesday reports. Committee approved to leave as is. An ADP (Average Daily Population) version will be developed. *The download forecasting database referenced above will take care of this issue. Forward to March 2005 meeting.*
- **Reason Confined/Disposition Codes**
 - a. **JulieAnn Robertson, Roanoke County** – Develop reason confined code for Local Treatment Program/Facility. Committee approved developing a new reason confined code for a local treatment program vs. a State treatment program, which will be treated the same way as holding for diversion/detention center. Disposition code 'DT' – Deferred Treatment – must be used along with the new reason confined code and if a sentence is not imposed. The 'DT' and new reason confined code will serve as the sentence. *Completed 8/1/04.*
 - b. **Micah Meadows, Fauquier Co. Jail** - Requested new disposition code 'HA' Held by Agreement to identify Held by Agreement inmates who are also Work Release inmates. Anne Wilmoth and Alice Coe will contact someone at the Department of Corrections to obtain a report with JCB and work release inmates, and held by agreement (cadre) inmates, then possibly develop a Forms Maintenance report and possible error. A flag will be added. Anne Wilmoth will contact Department of Corrections to see how long it will take to do it in "soft" form. *On hold. Check with DOC. Forward to March 2005 meeting.*
 - c. **Ron Wise, Alexandria City** – Is it possible for LIDS to be updated to allow updating multiple confinements in LIDS using a pick list? Committee agreed that this should be an adjustment piece. A new option will be developed and added to LIDS to allow multiple adjustments. Charlie Gray, Ron Wise, and Bruce Folks volunteered to work with Anne Wilmoth on this. This is also a training issue. Anne Wilmoth and Bill Copley will write the analysis/requirements to do this, and will submit the analysis to Committee by April 1. Anne Wilmoth suggested that this feature be restricted to the adjutor, certifier, and/or approver. Bruce Folks agreed to fax hand out to Alice Coe. *Anne Wilmoth will prepare analysis for the March meeting. Forward to March 2005 meeting.*
 - d. **Anne Wilmoth, Compensation Board** – Should LIDS security table be altered to allow multiple LIDS users to certify and approve LIDS reports? (Refer to Pg. 3 of October LIDS Newsletter). Committee agreed that certification/approval authorization be limited to a total of three per facility. And if Sheriff/Superintendent requests more than one person, a letter should be e-mailed, faxed or mailed to the Compensation Board to be placed on file. Members voted to allow. *Goal date is September 1, 2004. Forward to March 2005 meeting.*

IV. Forwarded/Continued from last meeting

- **Anne Wilmoth, Compensation Board** - Parole Violator Information - Do jails receive parole status information, either discretionary or mandatory? If so, we may want to collect this in LIDS to assist the forecasters. Committee agreed that jails do not know inmates are parole violators until released. Anne has not followed up with DOC and will check with forecasters to see if this is still needed/desired. *Committee agreed that it is not desired and remove from the table.*
- **Anne Wilmoth, Compensation Board**, requested to discuss new ADP report at May meeting. Anne did not attend May meeting. *Anne Wilmoth will create an easy-to-manipulate download forecasting database for population and set up a new button to be placed in the LIDS section of the Compensation Board website. Anne will send users the definitions via e-mail some time in August. LIDS Advisory Committee members were asked to look at it and let Anne Wilmoth know how it's working. Forward to March 2005 meeting.*
- **Carol Moye, Prince William/Manassas Reg. Jail** - asked why LIDS is only capturing SR inmates. She will email a situation to Oliver Bradshaw, Compensation Board. LIDS Advisory Committee members were asked to email issues concerning Reason Confined Codes 81 & 82 to Oliver Bradshaw and cc Anne Wilmoth, Alice Coe and Sue Kelly-Graham. *Anne Wilmoth requested that LIDS Advisory Committee members send correspondence to Anne and Alice Coe when these situations occur. 8/6/04 – Carol Moye asked if an inmate going into treatment program for 6 months and pending reconsideration RC 81 until they finish program, then RC 82 until the reconsideration—sentence determines Local Responsible (LR) or State Responsible (SR). Members were again asked to send correspondence to Anne Wilmoth &/or Alice Coe when situations occur. Tabled until March 2005 meeting.*

- **Bruce Folks, Rockingham County** – Penalty modifier change for inmate convicted of a misdemeanor with 12-month sentence for 18.2-308.4, which is for felony charges only, not misdemeanors. Jody Fridley & Jim Creech of VA Criminal Sentencing Commission approved change & decided to use a “J” to identify these cases since they are sentenced from juvenile court. *The change was made in LIDS July 1, 2004.*

V. New Pre-planned Issues

- **Jeanne Frink, Page County** – Requested that LIDS be updated to allow viewing & printing of a particular range (i.e., by year) of adjustments instead of one at a time. *Start goal date 1/1/05. Forward to March 2005 meeting.*
- **Paul Camarca, Fairfax County** – Warrant of Arrest – Illegal Alien Pursuant to §19.2-81.6 (new Statute Effective 7/1/04.) *Committee agreed that the procedure should be: If inmate is arrested on a state warrant pursuant to § 19.2-81 in the course of acting upon reasonable suspicions that an individual committed or is committing a crime and held for 72 hours, use reason confined code 10 - Awaiting Trial. If inmate is released via court order within 72 hours, use release reason code 18 - Court Order. If inmate is arrested on a state warrant, and ICE or Federal authority is to pick up inmate after the 72-hour time period, and the inmate remains committed to jail, use release reason code 23 - Confinement Change Within Facility OR Violated Program, and recommit using reason confined code 73 - Held for Federal Authority/District of Columbia. If inmate's confinement was updated and released to U.S. Marshals Service/Federal authority, use release reason code 51 - To Federal Authority. This issue will be featured in a future LIDS newsletter.*
- **Diane Wilson, Rappahannock Reg. Jail** – Requests modification of Pre-Trial Report to include days & count as it appeared on the old Pre-Trial Report. *Committee agreed to add back to LIDS as soon as possible.*
- **Major Harry Wyatt – Piedmont Reg. Jail** – Requests that LIDS be updated to produce a message in Commitment Maintenance when users enter required Country of Birth/ Country of Citizenship fields. *Committee agreed that if the fields are left blank, U.S. is assumed. Committee approved that a new Foreign Born report be created to search for Country of Citizenship. Projected goal start date 1/1/05. Forward to March 2005 meeting.*
- **Lt. Jeanette Rush, Albemarle/Charlottesville Reg. Jail** – Request to add a Routine report in Forms to flag or enter any particular date to get updated information on the Tuesday Report. *The download forecasting database referenced above will take care of this issue. Forward to March 2005 meeting.*
- **Ron Wise, Alexandria City Jail** – Requests that DNA information be added to the Commitment Maintenance Prisoner information screen. *Anne Wilmoth recommended using Inquiry Menu, Prisoner Information screen – uploaded weekly on Monday. Official verification located in the DNA Sample Tracking System.*
- **Ron Wise, Alexandria City** – requests that the country information needs to be completed for US and left blank only in cases when the information is unavailable/ unknown. When checking files and it is intentionally left blank, he doesn't know whether it was omitted because of the US or because my clerk forgot to enter the information. *Committee agreed that this is a training issue. Blank assumes inmate is U.S. citizen. If you want to see U.S. inmates, key US.*
- **Ron Wise, Alexandria City** - disposition codes SC (Sentence Completed) and TS (Time Served), when are they used give examples. For instance; if inmate gets 3 months on a felony but has sufficient jail credit to satisfy said sentence, he would have already been time served and released had he not had a pending felony. Would he fit into either category? *Committee agreed that disposition TS (Time Served) should be used.*
- **Ron Wise, Alexandria City** – re-commit no new charges and non-consecutive days. Can we get the function to accept with just a SSN and/or non-consecutive days entry. Current procedure requires too much information to continue. *Committee agreed – this change will be made as soon as possible. Forward to March 2005 meeting.*
- **Ron Wise, Alexandria City** - Birth Country/ Citizenship - when receive conflicting information, for example, CCRE-Korea/Korea/ JMS-Korea, US/ US, VASID#- Korea/US. We ended up using KO/XX. *Committee recommended that users record unknown "XX" if country of citizenship is unknown based on information users receive.*

VI. 2004 LIDS Conference Update

- **Agenda Update** – G. Mark Walsh, new speaker from The Library of Virginia
- **Registration Update** – To date 90 people are registered, which includes: 60 Official LIDS Technicians, 16 LIDS Advisory Committee members, 6 speakers, 1 Compensation Board non-LAC member, 6 LIDS users, and 8 LIDS back-ups. (6 LIDS Technicians are also LIDS Advisory committee members and 4 LIDS Advisory Committee members are speakers).
- **New issues:**
 - **Bruce Folks, Rockingham County Jail**, volunteered to speak about on-line jail reconciliation process
 - **Compensation Board staff** will discuss the batch jail reconciliation process.
 - Members suggested the **G. Mark Walsh of The Library of Virginia** speak about retention & destruction and imaging.
 - Members would like to see a mini-audit guide placed on the Compensation Board website following the Conference.
 - **Debbie Hamlet, Blue Ridge Regional Jail**, requested that Rhonda Barabach & Karin Youngblood, two additional LIDS users, be permitted to attend the LIDS Conference.
 - **Future conference topic suggestion:** DCJS to speak about new legal updates, Cardinal Academy

VII. Committee Resignations

- Tina James-Carrier, Petersburg City
- Jane Beamon, Western Tidewater Regional Jail
- Reginald Tinsley, Richmond City Jail

VIII. Committee Recommendations

- **Captain Parham & Lt. Beamon** recommended **Steve Ezzell, LIDS Technician, Western Tidewater Regional Jail** since 6/1/03. *Committee voted no until Mr. Ezzell has been through a Compensation Board audit.*
- **Anne Wilmoth** recommended **Carol Perkins, Central Virginia Regional Jail**. *Committee voted yes.*
- Other suggestions: **Sonya Thomas, Henry County; Jenny Newman, Pittsylvania County; Kim Vanhoy, Smyth County, Julia Wallenberg, Chesterfield County, and Marge Hackman, Northern Neck Regional Jail**. *Forward to March 2005 meeting.*
- The issue of needing **additional LIDS Advisory committee members** will be brought up during the 2004 LIDS Conference. *Forward to March 2005 meeting.*

IX. New Issues

- **Ron Wise, Alexandria City**, reported that there's no country code for Benin, a country in Africa. *Sue emailed Ron 8/16 requesting the correct spelling, as Benjian not listed on the Web as an African country. Is Benin the correct country? If so, it is located under Dahjomey/Benin (DH). Ron responded that Benin is correct; please disregard.*
- **Oliver Bradshaw, Compensation Board**, suggested that LIDS users provide standardization of financial reconciliation of what auditors can use. Send via email or fax to Oliver Bradshaw, Alice Coe, Anne Wilmoth and Sue Kelly-Graham. *Forward to March 2005 meeting.*
- **Carol Moye, Prince William/Manassas Regional Jail** requested a Batch File Layout change for ethnicity. *Goal date is 7/1/05. Forward to March 2005 meeting.*
- **Anne Wilmoth, Compensation Board**, requested to discuss automatic jail credits. *Anne will need users to audit Jail Credit forms. Forward to March 2005 meeting.*

X. Discuss Future Quarterly Committee Dates

- **November 10, 2004 – Blue Ridge Regional Jail, Lynchburg – cancelled** based on Compensation Board LIDS Advisory Committee members' schedules due to the development of COIN reimbursement system
- **March 24, 2005** – Blue Ridge Regional Jail

XI. Issues Tabled Indefinitely

- Sentence Length Within Sentence Guidelines analysis and program revisions.